

*"It is the intent of the legislature to ensure that the commission provide the general public timely access to all contribution and expenditure reports submitted by candidates, continuing political committees, bona fide political parties, lobbyists, and lobbyists' employers."*

RCW 42.17.460

## Legislative Mandate

All candidates and political committees, including ballot measure committees, who expended \$25,000 or more last year, or expect to spend \$25,000 in the current year, are required to submit campaign finance reports electronically. In 2004, the expenditure threshold drops to expenditures of \$10,000 or more.

The Commission may make exceptions on a case-by-case basis for candidates whose authorized committees lack the technological ability to file reports electronically.

## Washington Electronic Disclosure System (WEDS)

The Commission has developed free campaign finance reporting software for use in filing Washington State disclosure reports electronically. The WEDS application is NOT campaign management software; it is designed specifically to meet the reporting requirements under RCW 42.17.

The following reports are in the WEDS system:

PUBLIC DISCLOSURE REPORTS	
C-1	Registration Statement for Candidates
C-1pc	Registration Statement for Political Committees
C-3	Monetary Contributions (Deposits)
Attachment Au	Auction Report
C-4	Summary of Total Contributions and Expenditures
Schedule A	Cash Receipts and Expenditures
Schedule B	In-Kind Contributions, Pledges, Orders, Debts, Obligations
Schedule C	Corrections
Schedule L	Loans

Each report is automatically produced by the WEDS software and can be electronically filed over the Internet and/or printed for hardcopy filing.

If your campaign or political committee is currently using campaign finance software other than WEDS software, the Commission's Information Technology staff will send you a "vendor" package that may enable your campaign to file electronically using your current software.

## WEDS Hardware and Operating System Requirements

The system requirements for the WEDS software is outlined below. This software is for candidates and political committees filing Campaign Reports ("C" Series).

The minimum requirements to run Washington Electronic Disclosure System (WEDS) is: 486 compatible PC; Windows 95; 8MB of RAM; 10MB free hard drive space; and Modem or Internet connection.

**NOTE:** To work properly, contributor and expenditure data from the beginning of the campaign must be entered into the system.

## Downloading and Installing WEDS

The process of downloading and installing the WEDS system on to your computer is simple.

GO TO: [www.pdc.wa.gov](http://www.pdc.wa.gov)  
CLICK ON: Filer Assistance  
CLICK ON: Electronic Filing Information  
CLICK ON: Download WEDS Software  
CLICK ON: Single Download File  
ENTER: Customer Information  
CLICK ON: Submit Request  
CLICK ON: Download WEDS  
SELECT: Save this Program to Disk  
SAVE IN: Desktop (or the folder of your choice)  
CLICK ON: Save

You should have an icon titled **weds321.exe** on your Desktop (or in the folder where you downloaded WEDS). DOUBLE CLICK the **weds321.exe** icon and follow the directions for installation (We recommend you install WEDS to its default destination).

Once installation is complete, you can access the software by clicking on **Start/Programs/PDC Applications** and selecting **weds 3.21**.

## Electronic Filing Registration

It is necessary to register and acquire an ID number before filing electronically. Follow these simple steps:

GO TO: [www.pdc.wa.gov](http://www.pdc.wa.gov)  
CLICK ON: Electronic Filing  
CLICK ON: Candidate or Political Committee  
Follow the Instructions

At this point you will need to complete and mail the signature authorization letter and the electronic filing password form found as part of the instructions. Faxes will not be accepted because we need to have an original signature on file.

Public Disclosure Commission  
711 Capitol Way Room 206  
PO Box 40908  
Olympia, WA 98504-0908

Once in receipt of your original signature we will e-mail your campaign or committee a filer ID number. You are now ready to file campaign finance reports electronically.

**NOTE:** You must have a current C-1 Candidate Registration Statement or a C-1pc Committee Registration Statement on file with the Commission prior to receiving a Filer ID number.



## Electronic Filing of Personal Financial Affairs Statement

Public officials and candidates have the opportunity to file their annual Personal Financial Affairs Statement electronically over the Internet. The F-1 electronic filing process provides an easy way for elected officials, state appointed officials and candidates to comply with state reporting requirements.

Officials may use agency computers and staff to file annual F-1 reports (since filing requirement stems from their holding public office).

Minimum system requirements for Macintosh & Windows compatible PC's			
	<u>Adobe Acrobat</u>	<u>Internet Explorer</u>	<u>Netscape</u>
Windows PC	5.0x or higher	5.0x or higher	4.7x or higher
Macintosh	5.0x or higher	5.5x or higher	4.7x or higher

### How to File Electronically

To electronically file, go to the PDC web page at [www.pdc.wa.gov](http://www.pdc.wa.gov) and perform the following steps:

- Click –Electronic Filing
- Click – Personal Financial Affairs Filers
- Select your account status
- Click – Previous Filer or Never Filed
- Complete the personal information template (starred items are mandatory) and create a password. Print, sign and mail the signature authorization and password identification form to the PDC at PO Box 40908, Olympia, WA 98504-0908.

At this point a temporary identification number has been assigned and filers can continue to fill out the F-1 template for electronic filing. Once the template is completed, filers need to print a copy of the report for their records using the adobe acrobat print button.

The PDC will hold the filer's electronically submitted report until the completed signature authorization and password identification form is received by the agency.

First time electronic filers **MUST** initially submit a full F-1 report and F-1 Supplement, if necessary, even if the filer has a full report currently on file. Next year, the electronic report will automatically fill in the information previously submitted and changes to the report can be made on-line for purposes of submitting that year's report.

### Contact Information

For answers to questions about the **law or reporting requirements** contact a Political Finance Specialist at:

Phone: (360) 753-1111  
FAX: (360) 753-1112  
Toll free: 1-877-601-2828  
E-mail: [pdc@pdc.wa.gov](mailto:pdc@pdc.wa.gov)

For assistance with **electronic filing**, contact:

Bruce Wendler at:

Phone: (360) 664-2736  
Toll free: 1-877-601-2828  
FAX: (360) 753-1112  
E-Mail: [bwendler@pdc.wa.gov](mailto:bwendler@pdc.wa.gov)

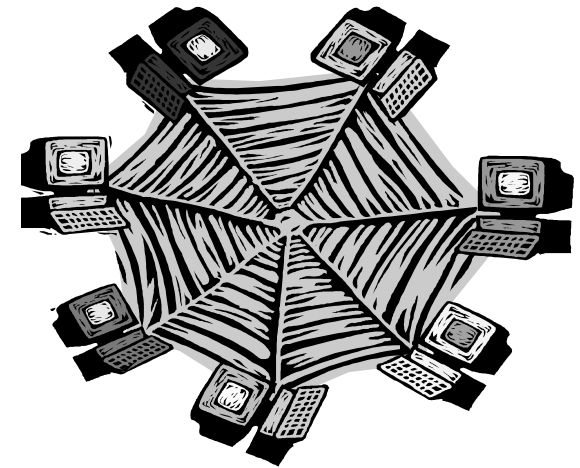
Or

Mark Johnson at:

Phone: (360) 586-4746  
Toll Free 1-877-601-2828  
FAX: (360) 753-1112  
E-mail: [mjohnson@pdc.wa.gov](mailto:mjohnson@pdc.wa.gov)

# Electronic Filing

## Candidates & Political Committees



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April 2003